

## **Regulatory Board Administrative Director 2**

Tennessee Department of Health, Division of Health Licensure and Regulation

Salary Range: \$3,924 - \$7,064

The Tennessee Department of Health (TDH) Division of Health Licensure and Regulation (DHLR) is seeking a Regulatory Board Administrative Director 2. This executive service position reports directly to the Director of the Office of Health Related Boards. This position provides leadership and management to a unit within the Office of Health Related Boards. The unit is comprised of 6 health related boards that are responsible for the licensure and regulation of 14,977 health professionals. The boards include the Board of Veterinary Medical Examiners, Board of Massage Licensure, Board of Optometry, Board of Dispensing Opticians, Board of Dietitian and Nutritionist Examiners and the Reflexology Registry. The boards are comprised of professional licensees and consumer members who serve the State on a less than part-time basis. Thus, the statutory duties and responsibilities of the boards are carried out by the board director on a daily basis to ensure compliance.

This position will ensure all licenses and renewals are issued in a timely manner; draft and post board notices to the TDH website; monitor and update the TDH website based on board activities; perform board executive functions to prepare for all board meetings and follow-up on all action items for board meetings; monitor online processing of licenses and renewals and recommend improvements to the system; provide effective customer service; make appearance on behalf of the board in response to legislative and/or Comptroller activity; review and opine on the fiscal impact of all proposed legislation impacting the licensed population represented among the 6 boards; and monitor continuing education requirements for compliance. In this work, the position will supervise and coach eight (8) employees.

### **Education and Experience:**

Graduation from an accredited college or university with a bachelor's degree, along with experience equivalent to four years of full-time work in one or more of the following: supervisory experience over staff who determines licensure eligibility for regulatory boards, managerial experience over staff, or administrative experience directing a program, is preferred.

### **Interested applicants should submit a resume and cover letter to:**

Vanessia London, Human Resource Analyst 3  
Tennessee Department of Health  
Division of Health Licensure and Regulation  
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Nashville, TN 37243  
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